



Welcome...

to the refreshed GSA Global Supply online ordering site!

This tutorial will review some of the basic features of the GSA Global Supply website including:
searching, ordering, checking order status & other important account features.

- Please proceed when prompted (top right) -



Tutorial

- Homepage, Main Shopping Page & New Toolbar
- Setting Up An Account
- Searching/Browsing
- Placing an Order/Requisition
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders



Homepage, Main Shopping page and Toolbar Overview

- Revamped the GSA Global Supply Homepage for easier navigation
- Main Shopping page includes popular features such as:
 - ✓ Shopping by category
 - ✓ Ability to check requisition status
 - ✓ Recent order availability for quick reordering
 - ✓ Credit card reconciliation
 - ✓ And much more!
- Main toolbar is accessible from most pages and allows a variety of account features without having to link back to the Main Shopping page



Simplified Homepage

Users are greeted with two simple options on the homepage...

GSA Global Supply! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

GSA Global Supply
Your Reliable Government Source

1-800-525-8027

1 **> BROWSE PRODUCTS**
Find what you need. Now. **GO**

2 **> ACCOUNT LOGIN**
User ID:

Password:
 GO
To obtain a User ID/Password, please [register](#). If you need a reminder for an existing GSA Global Supply/Advantage! account please [click here](#).

Welcome to the new GSA Global Supply ordering site!

GSA Global Supply is your one-stop source for all your military and agency support needs, from new Tools and Fire Fighting equipment to Office Supplies. When you order through us, you are assured of regulatory compliance, one bill and global delivery from a reliable government source. There's no need to comparison shop thanks to requisition-based ordering. GSA Global Supply guarantees you easy compliance with government acquisition policies and socio-economic regulations. GSA also provides full accountability from order placement through delivery and billing. Ordering from GSA Global Supply has never been easier!

Use your GSA Advantage! user ID and password to begin shopping today!

WHAT'S NEW?

- ▶ [Hurricane Katrina and Rita Relief Update](#)
- ▶ [GSA Global Supply Icon](#)
- ▶ [GSA Global Supply now "JWOD Guaranteed"](#)
- ▶ [GSA Global Supply adds 2,000 more tools!](#)
- ▶ [GSA Global Supply Adds 2,000 Items](#)

> TUTORIAL
Please click on the GO button to view a tutorial on how to maximize your Global Supply online experience. Topics include: registering, searching, purchasing, checking requisition status and other important Global Supply features. **GO**

Local intranet

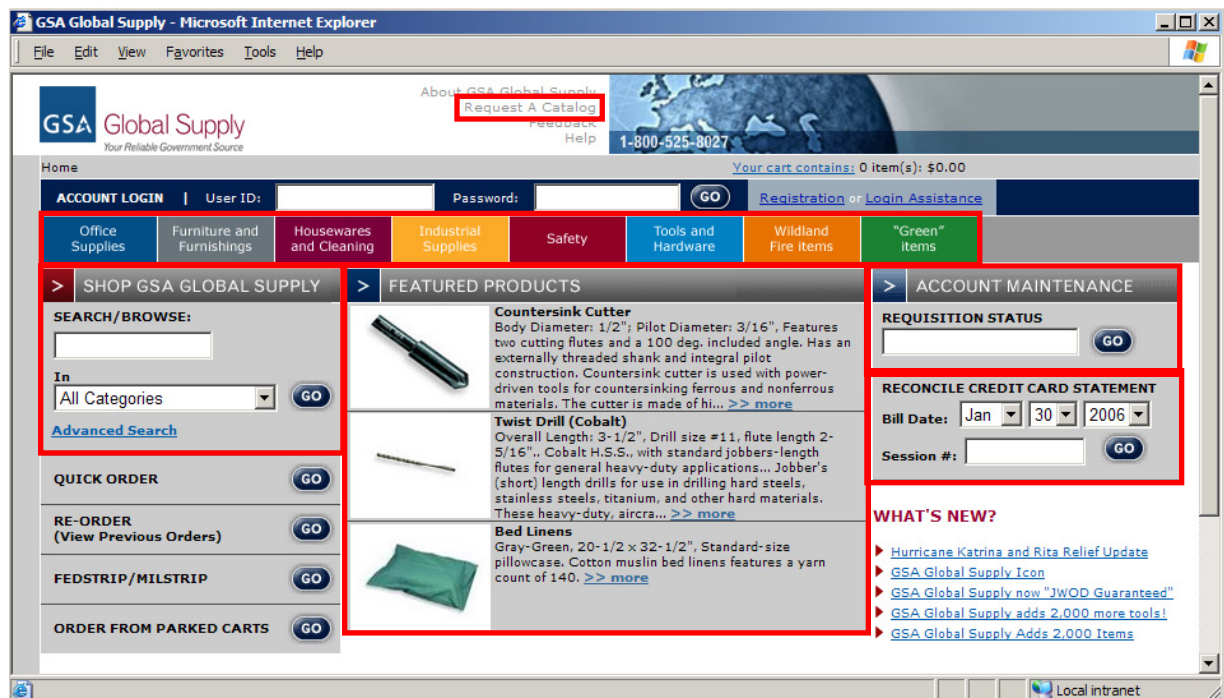
We're there for you.



Main Shopping Page – Find what you need, fast.

Before you log in you can:

- Browse products by category
- Keyword search for products
- Request a catalog/catalogs
- View Featured Products
- Check on Requisition Status
- Reconcile credit card statement



We're there for you.



Main Shopping Page – Find what you need, fast.

After you log in you can:

- Perform all logged-out activities
- View and re-order prior requisitions, quickly
- Edit Profile – Including address book and payment methods
- Place FED/MILSTRIP Orders
- Order from saved (Parked) carts or view current cart

GSA Global Supply - Microsoft Internet Explorer

File Edit View Favorites Tools Help

About GSA Global Supply
Request A Catalog
Feedback
Help
1-800-525-8027

Your cart contains: 0 item(s): \$0.00

Home

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items

SHOP GSA GLOBAL SUPPLY

SEARCH/BROWSE:

In
All Categories GO

Advanced Search

QUICK ORDER GO

RE-ORDER

Session #	Date	Total
1305909	01/25/06	\$2,615.60
1305908	01/25/06	\$174.74
1305907	01/25/06	\$141.13

[View All Orders](#)

FEDSTRIP/MILSTRIP GO

ORDER FROM PARKED CARTS GO

FEATURED PRODUCTS

Countersink Cutter
Body Diameter: 1/2"; Pilot Diameter: 3/16". Features two cutting flutes and a 100 deg. included angle. Has an externally threaded shank and integral pilot construction. Countersink cutter is used with power-driven tools for countersinking ferrous and nonferrous materials. The cutter is made of hi... >> more

Twist Drill (Cobalt)
Overall Length: 3-1/2". Drill size #11, flute length 2-5/16".. Cobalt H.S.S., with standard jobbers-length flutes for general heavy-duty applications... Jobber's (short) length drills for use in drilling hard steels, stainless steels, titanium, and other hard materials. These heavy-duty, aircra... >> more

Bed Linens
Gray-Green, 20-1/2 x 32-1/2", Standard-size pillowcase. Cotton muslin bed linens features a yarn count of 140. >> more

ACCOUNT MAINTENANCE

REQUISITION STATUS GO

RECONCILE CREDIT CARD STATEMENT
Bill Date: Jan 30 2006
Session #: GO

WHAT'S NEW?

- ▶ [Hurricane Katrina and Rita Relief Update](#)
- ▶ [GSA Global Supply Icon](#)
- ▶ [GSA Global Supply now "JWOD Guaranteed"](#)
- ▶ [GSA Global Supply adds 2,000 more tools!](#)
- ▶ [GSA Global Supply Adds 2,000 Items](#)

Done Local intranet

We're there for you.



Tutorial

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- Quick Orders



Registering

- You must register to place a requisition/order with GSA Global Supply
- Without an ID/Password, you **may** search items but **not** purchase them
- If you have a *GSA Advantage!* login name and password, you may use it on Global Supply
- If you need to create an ID/Password, please click on the “GO” link next to Shop Now (See screenshot)
- You will be directed to the Main Shopping page where you may Register (next to customer login)





More on Registering

- From the Main Shopping page, you will be directed to fill out this form to create an account
- You must fill in all boxes marked with an asterisk (*)
- Click on submit once finished
- **Congratulations!** You are now ready to shop!

Member Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Member Registration

In order to purchase items and use many of the enhanced features of GSA Global Supply, you must register a unique User ID and a method of payment. If you have Javascript disabled on your browser, bypass the bureau selection and complete the registration, you will be prompted to select a bureau.

> MEMBER REGISTRATION

Agency*
- Select an Agency -

Bureau Code* (if your bureau is not listed, please select the bureau that matches your agency)
-- Select a Bureau --

First Name* **Last Name***

Phone* **Fax**


Email Address*

Enter a U.S. Shipping Address below. This is going to be your default shipping address. (APO/FPO Customers - enter city as APO or FPO, state as AA, AE or AP, then enter APO or FPO zip code):

Shipping Address Line 1 **Shipping Address Line 2**

City **State or Province**

Zip Code*

 Please be sure to print out this page or write down your User ID, Password, and answer to the question below for your records!

User ID* (Must be at least six (6) characters long) **Secret Question:**
What is your mother's maiden name?
(Enter a word or something you will remember. This secret answer will be needed should you lose your User ID or Password).

Password* (Must be at least eight (8) characters long)

Re-enter Password* **Password Hint***

Done Local intranet



Tutorial

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Searching for items from the Main Shopping page

- There are two primary searching options:

1. By keyword with optional category:

> SHOP GSA GLOBAL SUPPLY

SEARCH/BROWSE:

In

- All Categories -

[Advanced Search](#) [GO](#)

2. By category:





1. Search by Keyword and Category

- In the Search/Browse box, type in the product you are searching for (e.g. copier paper)
- If you know the category you'd like to search within, select one from the drop down list (for this example we chose "Office Supplies")
- If more than one category is applicable, leave it as *All Categories*
- Click GO to see Search Results

SHOP GSA GLOBAL SUPPLY

SEARCH/BROWSE:

Copier paper

In

- All Categories -

- All Categories -

Office Supplies

Furniture & Furnishings

Housewares & Cleaning

Industrial Products

Safety Products

Tools & Hardware

Wildland Fire Items

"Green" Items

GO

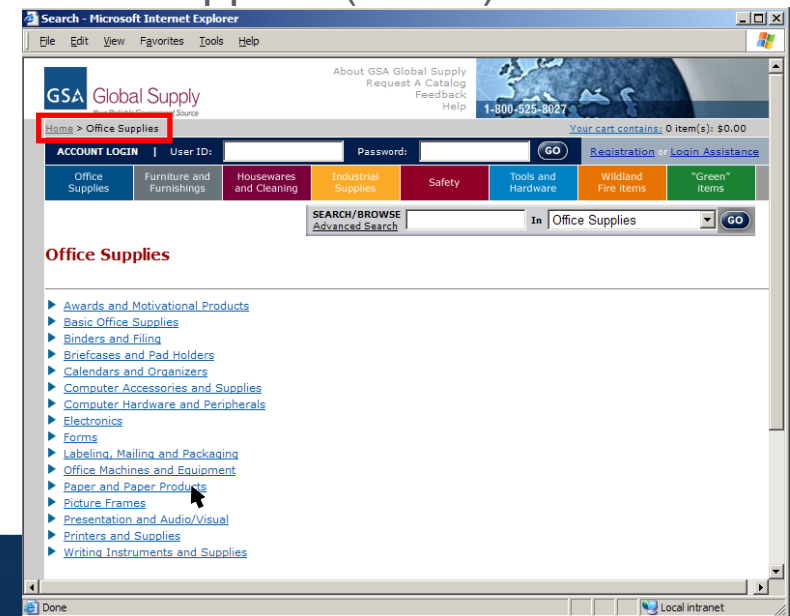
GO



2. Search by Category



- Another way to find “copier paper” is to click on the Office Supplies Category tab to bring up additional categories within Office Supplies (below)
- This brings up a series of three screens that will drill further down into the category you are searching
- At any time, you can back up by simply hitting the Back button or following the breadcrumb links above the search results





Search Results

- The Search Results page displays a listing of the items that matched your keyword search
- Click on the NSN/Product # to get detailed information on product
- You can lessen the number of results by clicking on one of the suggested categories
- Sort your results by selecting a category from the drop down menu

The screenshot shows the GSA Global Supply website interface. At the top, there's a navigation bar with links like 'Home', 'Search Results', and 'Office Supplies'. Below this is a search bar where 'copier paper' has been entered. The search results show 56 products found. A red box highlights the 'Sort By' dropdown menu, which is currently set to 'Most relevant'. Another red box highlights the 'SUGGESTED CATEGORIES' section, which includes links to 'Office Paper - Multi-use Copy Paper (24)', 'Office Paper - Colors (13)', 'In-plant printing (5)', 'Specialty Paper and Boards (5)', 'Office Paper - Laser (1)', and 'Commercial Printing Paper (1)'. Below the suggested categories, there's a table of search results. The table has columns for 'NSN/Mfr Part #/Product', 'Price/Delivery', 'Qty', and 'Photo'. Two products are listed: '7530-01-476-2079 Copier Paper' and '7530-01-398-2681 Copier Paper'. Each product entry includes a brief description, a 'More product details' link, and the manufacturer information.

NSN/Mfr Part #/Product	Price/Delivery	Qty	Photo
7530-01-476-2079 Copier Paper Copier paper specifically used for the HP Design Jet 400, 700, 1000 and CP Series Printers. 24lb basis weight per nominal 1 square meter. Specially coated paper comes in a roll 36 inches wide x 150 feet long. [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$33.06 EA 2-7 days	<input type="checkbox"/> Add to Cart	
7530-01-398-2681 Copier Paper Quality neon-colored copier paper is ideal for promotional materials or any project where you want to catch someone's eye. 20 lb. basis weight. [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$9.08 RM 2-7 days	<input type="checkbox"/> Add to Cart	



Search Results

Avoid getting too many results!

- You can limit your returns by searching for a more specific term within the results
- You can also restrict your search at the bottom of the screen:
 - Limit by category
 - Limit by price range
 - Limit by product type

GSA - Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links »

Office Supplies Furniture & Furnishings Housewares & Cleaning Industrial Products Safety Products Tools & Hardware Wildland Fire Items "Green" Items

SEARCH/BROWSE In - All Categories - GO

Search Results

Found 56 products for *copier paper*

Search within results (all words) Find It More "Refine" Options Page: 1 2 3 4 5

NSN/Mfr Part #/Product	Price Delivery	Qty	Photo
7530-01-476-2079 COPIER PAPER Copier paper specifically used for the HP Design Jet 400, 700, 1000 and CP Series Printers. 24lb basis [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$6.13 EA 2-3 days	<input type="checkbox"/> Add to Cart	
7530-01-476-2079 COPIER PAPER Copier paper specifically used for the HP Design Jet 400, 700, 1000 and CP Series Printers. 24lb basis [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$6.13 EA 2-3 days	<input type="checkbox"/> Add to Cart	
7530-01-476-2079 COPIER PAPER Copier paper specifically used for the HP Design Jet 400, 700, 1000 and CP Series Printers. 24lb basis [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$6.13 EA 2-3 days	<input type="checkbox"/> Add to Cart	

RESTRICT YOUR SEARCH (all entries are optional)

Search in All Categories Price more than \$ Price less than \$ GO

Limit to

<input type="checkbox"/> UNICOR UNICOR mandatory items	<input type="checkbox"/> 508 Items with 508 information available	<input type="checkbox"/> Other environmental items
<input type="checkbox"/> NIB/NISH/JWOD mandatory items	<input type="checkbox"/> Recycled items (other than CPG)	<input type="checkbox"/> PRIME PRIME program items
<input type="checkbox"/> CPG CPG compliant items	<input type="checkbox"/> Energy Star compliant items	<input type="checkbox"/> Biobased items
<input type="checkbox"/> Energy efficient items		



Product Detail

- This page displays product information such as price (shipping is included), unit of issue, size, color min/max order quantity, F.O.B, etc...
- Please review this information carefully and thoroughly to ensure receipt of the correct product
- If you are ready to purchase, please enter the quantity desired and click "Add to Cart"

Product Detail - Microsoft Internet Explorer

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Home | ACCOUNT LOGIN | User ID: | Password: | GO | Registration or Login Assistance

Office Supplies | Furniture and Furnishings | Housewares and Cleaning | Industrial Supplies | Safety | Tools and Hardware | Wildland Fire Items | "Green" Items

SEARCH/BROWSE | Advanced Search | In | All Categories | GO

Product Detail

To Order: Enter desired quantity and click "Add To Cart". When applicable, discounts will be reflected on your order based upon the quantity ordered.

PRODUCT DETAIL	
CONTRACTOR: GSA Global Supply	
Product: Copier Paper [PAPER,COPYING,XEROG] NSN/Mfr Part #: 7530-01-398-2682 Manufacturer: N/A Description: Neon Green, Size: 8-1/2 x 11", Quality neon-colored copier paper is ideal for promotional materials or any project where you want to catch someone's eye. 20 lb. basis weight.	Delivery Time: 2-7 Days Delv (ConUS) Unit Price: \$9.08 Unit: RM Color: Neon Green NSN #: 7530-01-398-2682 Stock Status: In stock F.O.B: Destination
Qty: 10 Add to Cart	Photo

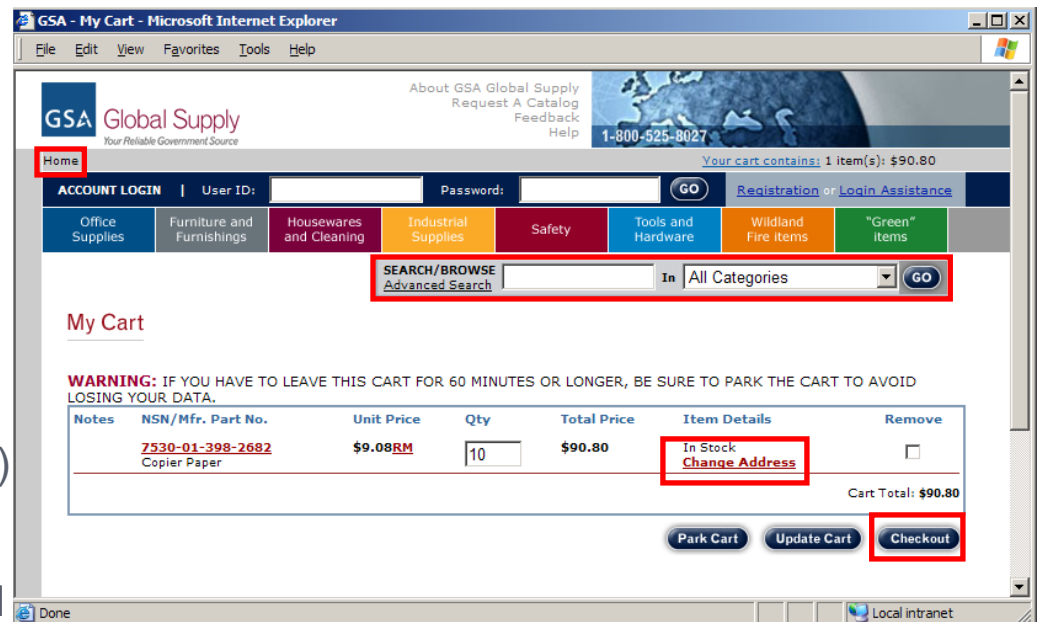
Done | Local intranet



My Cart

- The My Cart screen allows you to review your current order
- Add more products by simply clicking Home to return to the Main Shopping page or enter a keyword in the Search box (Note: your cart will not be cleared)
- Click Change Address to enter **line-item** shipping information (not required as you will be prompted later in the process to choose an appropriate shipping address)
- When your order is complete, click Checkout to begin the checkout process

Note: If you are not logged-in when clicking Checkout you will be prompted to do so.





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Placing An Order

Step 1: Select Method of Payment

- If you are paying by Government Purchase Card (GPC), you may select one from your profile, or you may enter a new one
- Note: When using a GPC you may specify Line Item or Consolidated billing
- If you are using an Activity Address Code (DoDAAC/AAC), select one from your profile or enter a new one
- Click Continue to move to the next step of the checkout process



Placing An Order

Step 2: Verify Purchase Information

- On this screen you need to verify that your shipping information and individual receiving info are accurate
- To select a different shipping address from your profile, click Edit (default is displayed)
- Any address you enter in the shipping information will be treated as a one-time use and will not be saved in your profile
- To save an address, you must enter it in your profile, by clicking Edit
- Click Continue

Select Destination - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Home

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

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Verify Purchase Information

> CUSTOMER INFORMATION

First Name: Tester
Last Name: One
Phone: 7033333333
Fax:
Email: expo1@gsa.gov
Agency: General Services Administration

Update

> SHIPPING INFORMATION

Agency: GSA
Address 1: 1901 S. BELL STREET
Address 2: SUITE 1005
City: Arlington
State: VA - Virginia
Zip Code: 22202

Edit

> INDIVIDUAL RECEIVING INFO

Please enter the name and phone number of the individual receiving the shipping.

Name: John Doe
Phone: 555-555-5555
Email: john.doe@gsa.gov

Click continue to proceed with address above or click "Edit" to select an address from your address book.

Back to Cart Continue

Local intranet



Placing An Order

Step 3: Process Your Order

- On this page you are given a final review of your requisition
- You may also select whether it contains items for Emergency Support using the drop down menu
- Click Process Order to transmit your order to GSA Global Supply
- Please DO NOT click Back once you click Process Order as it may create a duplicate order

Process Advantage Order - Microsoft Internet Explorer

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Home
Your cart contains: 1 item(s): \$90.80

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items

Process Your Order

Note: If your order contains items for emergency support efforts, please identify these orders by selecting the effort in the Emergency Support column. GSA will work to expedite these orders.

The table below includes a summary of the GSA Global Supply requisition you are about to place. If your agency requires you to submit Appropriation Data with your requisition, please click on the Optional link beneath the Appropriation Data heading. To cancel the requisition below, please check the Cancel Order box and click on Process Order. (Note: this will require you to start the entire purchase process over again) To edit a single line item, please click on Back to Cart to make simple corrections. To suspend the current checkout process and save your current cart, please click on Park Cart.

Once you have reviewed and finalized your requisition, please click on the "Process Order" button to complete the transaction. Thank you for your order!

PO#	Vendor	Number of Items	Order Total	Cancel Order	Emergency Support
GSA	GSA	1	\$90.80	<input type="checkbox"/>	n/a

NSN/Mfr Part #	Description	Qty	Price	Total
7530-01-398-2682	Copier Paper	10	\$9.08	\$90.80

Grand Total: \$90.80

Back to Cart Park Cart Process Order

Done Local intranet



Placing An Order

Step 4: Order Confirmation

- Once you've submitted your order a message will appear confirming receipt of your order
- From this screen you can either log-out or go back to the Main Shopping Page by clicking on the Shop button

CONGRATULATIONS! YOU'VE COMPLETE
THE REQUISITION / ORDER PROCESS!

Order Confirmation - Microsoft Internet Explorer

Address: http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/checkout/ggs_order_confirm.do?BV_UseBVCookie=Yes&xyz=996

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Home | [Your cart contains: 0 item\(s\): \\$0.00](#)

[Logout](#) | [Welcome Tester.](#) | [Your Home](#) | [Your Profile](#) | [Your Cart](#) | [Your Order Status](#) | [Parked Carts](#)

[Office Supplies](#) | [Furniture and Furnishings](#) | [Housewares and Cleaning](#) | [Industrial Supplies](#) | [Safety](#) | [Tools and Hardware](#) | [Wildland Fire items](#) | ["Green" Items](#)

Order Confirmation

Thank you for shopping GSA Global Supply. An e-mail confirmation was sent to expo1@gsa.gov on Feb 1, 2006.

> CONFIRMATION

Session No.: 1207950
Date: Feb 1, 2006
Order Total: \$90.80
Ordering Officer: Tester One

GSA Orders: The following item(s) have been successfully received by GSA and are scheduled to be delivered in the time frames shown. To obtain order status on an item, click on "Order Status" from the GSA Global Supply Main Menu.

Requisition Number	NSN	Delivery	QTY	Unit Price	Total	Ship to
GY935B60323282	Copier Paper 7530-01-398-2682	2-7 days (CONUS)	10	\$9.08 RM	\$90.80	1

Shipping Address(es):

Address1
GSA
1901 S. BELL STREET
SUITE 1005
Arlington, VA 22202
Mark for: GEORGE ADAM703-605-2551

[Logout](#) [Shop](#)

Done Local intranet

We're there for you.



Tutorial

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- **Checking Order Status**
- Parking and Retrieving Parked Carts
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Checking Order Status

- Login using the Main Toolbar
- Click on Your Order Status in the Main Toolbar
- This will allow you to see the status of any orders placed on the GSA Global Supply site or *GSA Advantage!*
- To see the status of other requisitions, please enter your requisition number in the status box under Account Maintenance

GSA Global Supply - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Links ESPN.com ESPNradio.com Gmail Google Google News

Address http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/main/login_in.do?BV_UseBVCookie=Yes Go

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Home Your cart contains: 0 item(s): \$0.00

Logout Welcome Tester Your Home Your Profile Your Cart **Your Order Status** Parked Carts

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SHOP GSA GLOBAL SUPPLY

SEARCH/BROWSE:

In:
All Categories GO
[Advanced Search](#)

QUICK ORDER GO

RE-ORDER

Session #	Date	Total
1207645	01/26/06	\$49.48
1207612	01/26/06	\$579.06
F1207611	01/26/06	\$40.06

[View All Orders](#)

FEDSTRIP/MILSTRIP GO

ORDER FROM PARKED CARTS GO

FEATURED PRODUCTS

Countersink Cutter
Body Diameter: 1/2"; Pilot Diameter: 3/16"; Features two cutting flutes and a 100 deg. included angle. Has an externally threaded shank and integral pilot construction. Countersink cutter is used with power-driven tools for countersinking ferrous and nonferrous materials. The cutter is made of hi... >> [more](#)

Twist Drill (Cobalt)
Overall Length: 3-1/2"; Drill size #11; Flute length 2-5/16"; Cobalt H.S.S., with standard jobbers-length flutes for general heavy-duty applications... Jobber's (short) length drills for use in drilling hard steels, stainless steels, titanium, and other hard materials. These heavy-duty, aircra... >> [more](#)

Bed Linens
Gray-Green, 20-1/2 x 32-1/2", Standard-size pillowcase. Cotton muslin bed linens features a yarn count of 140. >> [more](#)

ACCOUNT MAINTENANCE

REQUISITION STATUS GO

RECONCILE CREDIT CARD STATEMENT
Bill Date: Feb 1 2006
Session #: GO

WHAT'S NEW?

- Hurricane Katrina and Rita Relief Update
- GSA Global Supply Icon
- GSA Global Supply now "1WOD Guaranteed"
- GSA Global Supply adds 2,000 more tools!
- GSA Global Supply Adds 2,000 Items

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Parking Carts

- “Parking a Cart” is saving a cart for later use
- You can email a Parked Cart to others or add products
- To park a cart, you must login and go to the My Cart screen, accessed from the Main Toolbar (Your Cart)
- Once you have items in your cart, click on Park Cart to save your cart for later

GSA - My Cart - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Links ESPN.com ESPNradio.com Gmail Google

Address http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/orders/order_history_submit.do?BV_UseBVCookie=Yes

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Your cart contains: 1 item(s): \$90.80

Home Logout Welcome Tester. Your Home Your Profile **Your Cart** Your Order Status Parked Carts

Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items

SEARCH/BROWSE In All Categories GO

My Cart

WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 60 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.

Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	Remove
	7530-01-398-2682 Copier Paper	\$9.08RM	10	\$90.80	In Stock Change Address	<input type="checkbox"/>

Cart Total: \$90.80

Park Cart Update Cart Checkout

Done Local intranet



Parking Carts

- To park your cart, you must first give your cart a name (in this example *John Doe's Cart*)
- If you would like to password protect your cart, you may do so by entering it into the Cart Password textbox
- Check the box below Cart Name if you would like to clear your shopping cart once you have parked your cart
- Click Park Cart to continue

Save Cart

Note: Prices are subject to change and may be different when the cart is retrieved.

> PARK CART		> YOUR CURRENT PARKED CARTS	
Cart Name	Cart Password(optional)	Cart #	Cart Name
John Doe's Cart			

☒ Clear my Shopping Cart after Parking

Park Cart



Parking Carts

- Once you have parked your cart you will see it listed under Your Current Parked Carts
- To retrieve your Parked Cart, return to this page
- You can access this page by clicking on the Parked Carts icon in the Main Toolbar

Save Cart - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Links ESPN.com ESPNradio.com Gmail Google

Address https://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/parkcart/save_parkcart.do?BV_UseBVCookie=Yes Go

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Home [Your cart contains: 0 item\(s\): \\$0.00](#)

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[Office Supplies](#) [Furniture and Furnishings](#) [Housewares and Cleaning](#) [Industrial Supplies](#) [Safety](#) [Tools and Hardware](#) [Wildland Fire Items](#) ["Green" Items](#)

SEARCH/BROWSE In [All Categories](#) [GO](#)

[Advanced Search](#)

Save Cart

Note: Prices are subject to change and may be different when the cart is retrieved.

> **PARK CART**

Enter a name for your Parked Cart. Password is optional. If you enter a Cart Name that you are already using, the contents will be 'overwritten' by the contents of the cart you are now saving.

Cart Name **Cart Password(optional)**

☒ Clear my Shopping Cart after Parking

[Park Cart](#)

> **YOUR CURRENT PARKED CARTS**

Cart #	Cart Name
377858	John Doe's Cart

Done Local intranet



Retrieving a Parked Cart

- To start, click on the Parked Carts icon in the Main Toolbar (this can generally be accessed at the top of any screen when you are logged-in)
- To retrieve your Parked Cart, simply click on the name of the cart you want to retrieve and the cart will appear below
- To email the cart to another person, click Forward Cart and enter the recipient's email address
- To place the contents of the Parked Cart into a new cart, click Add to Shopping Cart

My Parked Cart - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Links ESPN.com ESPNradio.com Gmail Google

Address http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/parkedcart/my_parkedcart.do?BV_UseBVCookie=Yes&action=Detail&id=3964 Go

GSA Global Supply
Your Reliable Government Source

About GSA Global Supply
Request A Catalog
Feedback
Help
1-800-525-8027

Home Your cart contains: 0 item(s) \$0.00

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items

SEARCH/BROWSE In All Categories GO

Advanced Search

Manage My Parked Carts

Instructions: Click the "Cart Name" link to view the cart's contents, edit the cart name, or add or change a cart's password. To "Retrieve" a cart see the instructions below.

Cart #	Cart Name	Password	Remove
377858	John Doe's Cart	No	X

RETRIEVE A PARKED CART

To retrieve a cart someone has forwarded to you, enter the cart number and password (if a password was assigned) and click 'Retrieve Cart'.

Cart #

Password (if necessary)

Retrieve

PARKED CART CONTENTS

Cart # 377858

Cart Name John Doe's Cart

Password

Re-enter New Password

Update

Product	NSN/MFR Part #
Copier Paper	7530-01-398-2682

Forward Cart Add to Shopping Cart

Local intranet



Tutorial

- Homepage and Main Shopping Page
- Setting Up An Account
- Searching/Browsing
- Placing an Order/Requisition
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders



Quick Order

- A Quick Order is an easy way to place an order if you know the exact NSN of the product you wish to purchase
- To place this type of order, click on Quick Order (left side of Main Shopping Page)
- On this screen, simply type in each NSN you would like and the quantity desired
- From this point you can either 1.) add the NSNs and return back to the Quick Order screen or 2.) add the NSNs and proceed to the cart to checkout

Quick Order

Quick Order is a tool for quickly placing National Stock Numbers (NSNs) into your GSA Global Supply Shopping Cart. Just enter the NSNs along with the desired quantities, then click "Add to Cart" to add the NSNs to your Shopping Cart and continue with checkout or "Continue Quick Order" to add these items and add some more items to your Shopping Cart.

NSN #	Qty	Delete
7530-01-398-2682	10	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

[Add & Continue Quick Order](#)
[Add & Go To Shopping Cart](#)



Thank You!

Enjoy your online experience!

Please contact us with any questions or feedback.

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